

Programs Serving Non-Student Minors Policy

Policy Effective Date: January 1, 2017

- I. Scope:** Georgia State University (“University”) operates or hosts a variety of camps, clinics, after-school programs, classes, and activities that bring predominantly non-student minors onto campus. The University finds great educational value in these activities and such activities are central to the University’s outreach to its faculty, staff, students, and to the broader community. The University considers the safety and well-being of these non-student minors while on campus immensely important. Accordingly, this *Programs Serving Non-Student Minors Policy* (“Policy”) sets forth certain operational standards for the activities described herein, in compliance with the Board of Regents of the University System of Georgia Policy 12.9 (“Programs Serving Minors”).
- II. Applicability:** This Policy applies to academic camps, athletic camps, after-school programs, workshops, licensed child-care facilities, conferences and similar activities that involve the custody and care of non-student minors that are hosted or sponsored by the University (“Hosted Program” or “University Sponsored Program,” and collectively, the “Programs,” as defined below).
- III. Effective Dates:** This Policy becomes effective as of January 1, 2017, and shall apply to Programs operating on or after May 1, 2017.
- IV. Policy:**
- A. **Program Registration:** The Office of Safety & Risk Management shall maintain a registry of authorized Programs at the University. Any Program serving non-student minors must register annually with the Georgia State University Office of Safety & Risk Management. By registering, each Program certifies that it has met the requirements of the registry, as indicated below, and therefore is authorized to operate for the year.
1. **Registration Requirements for GSU Sponsored Programs:** Each University Sponsored Program will certify that it has properly considered the following factors and will supply related documentation evidencing its implementation:
 - a. Training requirements;
 - b. Screening/background checks for staff and volunteers;
 - c. Supervision ratios/Number of Participants;
 - d. Safety and security planning;
 - e. Response protocols for injury, illness, participant misconduct and staff misconduct;
 - f. Transportation plans;
 - g. Overnight housing plans, if applicable;
 - h. Various participation requirement forms, as applicable; and
 - i. Licensing requirements of state and federal agencies (or exemption from such licensing requirements).
 2. **Registration Requirements for Hosted Programs:** Each Hosted Program (as defined below) must enter into a Facility Use Agreement or License Agreement on an approved University form. These Agreements will include requirements for screening and background investigations, training, and minimum insurance requirements. Such Agreements must be submitted to the Office of Legal Affairs for approval and signed by an authorized University signatory.
 3. **Registration Requirements for Licensed Child-Care Facilities:** The University’s licensed child-care facilities shall evidence their compliance with this Policy by maintaining their

certification with the Georgia Department of Early Care and Learning's Bright from the Start program.

B. Screening and Background Investigations:

1. For University Faculty and Staff working in University Sponsored Programs: The Office of Human Resources will confirm that all University Faculty and Staff working in University Sponsored Programs have been subject to proper screening and background investigations. All current GSU employees are subject to the Background Check Policy and Duty to Report Criminal Charges/Determinations as set forth in the University's Employee Handbook. As appropriate, Human Resources will employ other screening methods such as in-person interviews and reference checks. Fees associated with screening will be borne by the University Sponsored Program.
2. For Volunteers working in University Sponsored Programs: In accordance with the University System of Georgia Human Resource Administrative Practice Manual, the Office of Human Resources will conduct screening and background investigations for all volunteers working in University Sponsored Programs. As appropriate, Human Resources will employ other screening methods such as in-person interviews and reference checks. Fees associated with screening will be borne by the University Sponsored Program.
3. For Staff and Volunteers working in Hosted Programs: Each Hosted Program must enter into a Facility Use Agreement or License Agreement on the USG approved form. The Agreement will include requirements for screening and background investigations, to be arranged and paid for by the Hosted Program.

C. Code of Conduct: The Office of Safety & Risk Management, in consultation with the Office of Legal Affairs, will promulgate a Code of Conduct for Program faculty, staff, and volunteers that addresses appropriate behavior and prohibited conduct when interacting with minors.

D. Training: The Office of Safety & Risk Management, in consultation with the Office of Legal Affairs, will develop/maintain a training program that addresses:

1. Mandatory reporting requirements;
2. Responsibilities and expectations of all Program faculty and staff;
3. Relevant University and USG policies and procedures regarding Programs;
4. Safety and security procedures (including, but not limited to, first aid, CPR, etc.); and
5. Code of Conduct as described in this Policy.

The training described above shall be mandatory for all faculty, staff, students, and volunteers who work for University Sponsored Programs and who are reasonably anticipated to have direct contact or interaction with minor Program participants. Each University Sponsored Program is required to undergo the training on an annual basis. Each Hosted Program must certify that it has met these training requirements in its Facility Use or License Agreement.

E. Implementation Forms: The Office of Safety & Risk Management, along with the Office of Legal Affairs, shall promulgate any necessary forms for use by the Programs, including, but not limited to, the following:

1. Implementation Checklist;
2. Staff and Volunteer Code of Conduct;
3. Volunteer Registration Form and Agreement;
4. Facilities Use Agreement;

5. Forms for Completion by Program Participants (and/or their parent or legal guardian):
 - a. Medical Information Form and Authorization for Medical Care;
 - b. Authorization to Administer Medication;
 - c. Participant Code of Conduct;
 - d. Participant Pick-Up Authorization; and
 - e. Media, Photo & Video Release Form.

V. Exceptions: This Policy does not apply to University-enrolled minor students or to students in non-University Sponsored Programs or non-Hosted Programs (as defined below). For example, this Policy does not apply to minors participating in the following types of Activities:

- A. University classes as University-enrolled students;
- B. On-campus events where a minor is generally supervised by a parent or legal guardian or the minor attends at the sole discretion of the parent or legal guardian, such as:
 1. Events or performances open to the general public (e.g., sporting events, commencement activities, etc.);
 2. Admissions tours or recruitment events;
 3. Non-residential field trips to the University that are supervised by a minor’s school or organization;
 4. Private events occurring at the University (e.g., weddings, receptions, parties, etc.); or
 5. Academic research studies.
- C. Academic practica or clinical programs, generally for course credit and/or research purposes, in which University faculty, staff, or students work with minors. These activities are subject to other applicable University policies, procedures, and contracts (i.e., Affiliation Agreements).

VI. Definitions:

- A. “Hosted Program” - A program, activity or service operated by a non-University entity or individual using University facilities and subject to a Facilities Use Agreement or License Agreement pursuant to this Policy.
- B. “Non-Student Minor” – A minor not enrolled at Georgia State University or otherwise exempt from this Policy pursuant to Section V above.
- B. “Program” - A University Sponsored Program or Hosted Program serving non-student minors.
- C. “University Sponsored Program” - A program, activity, or service operated by University faculty or staff and authorized by the University pursuant to this Policy.

Policy Administration	
Responsible Office(s)	Office of Safety & Risk Management Office of Legal Affairs Office of Human Resources
Responsible Executive(s):	Director of Safety & Risk Management University Attorney Associate Vice President for Human Resources

Policy Management	
Policy History	This Policy is pursuant to the Board of Regents Policy 12.9 (“Programs Serving Minors”) and was approved by the Georgia State University Administrative Council on December 12, 2016.

Web Links	
Board of Regents of the University System of Georgia Programs Serving Minors Website	http://www.usg.edu/audit/programs_serving_minors
Procedures/Template Forms	[To be updated as Procedures/Templates created]